



handweavers guild of boise valley, inc.

Social Media Chairperson -- Job Description

- I. Maintain a Social Media presence which promotes the Guild and its activities to the public.
- II. Receive updates of the Guild activities from the Officers and the Chairpersons.
- III. Maintain a Guild Zoom account.
 - A. Create Zoom meeting notices as requested.
 - B. Send the Zoom meeting credentials to Officers, Chairs, or Guild Members, as needed.
- IV. Give updates for the guild website to the Webmaster, as needed.
- V. Orient a successor.

Created December, 2021